

## SCITUATE COMMERCIAL AQUACULTURE APPLICATION REVIEW CRITERIA

### MINIMUM QUALIFICATIONS: Y/N

1. Scituate Resident: **Y/ N or**
  - If answered no to Scituate Resident, is applicant a Cohasset Resident: **Y/ N**
2. Is applicant over 18 years old: **Y/ N**
3. Tax obligations satisfied: **Y/ N**
4. Paid application Fee: **Y/ N**
5. Complete Application (contains Business Plan including: Site plan, Market Analysis, Description of Gear and Approach, Risk Analysis and Funding.) **Y/ N**

**If applicant meets the MINIMUM QUALIFICATIONS by answering Y for 1-5, then the complete application will be evaluated by the Shellfish Advisory Committee using the APPLICATION REVIEW CRITERIA below.**

### REVIEW CRITERIA:

The following criteria and rating system will be used to measure the merits of each application and business plan that meets the above minimum qualifications.

<b>CRITERIA</b>	<b>MAX POINTS</b>
<b>Applicant's and/or Partner's and/or Employee's Knowledge, Experience and Commitment with aquaculture and/or fisheries and/or business.</b>	<b>5</b>
<b>Business Plan demonstrates a knowledge and understanding of implementation including:</b>	
<b>Site Plan</b>	<b>5</b>
<b>Market Analysis</b>	<b>5</b>
<b>Description of gear and approach</b>	<b>5</b>
<b>Risk Analysis</b>	<b>5</b>
<b>Funding</b>	<b>5</b>
<b>References</b>	<b>5</b>
<b>Oral Presentation &amp; Interview at (BOS)</b>	<b>5</b>
<b>Total Possible Points</b>	<b>40</b>

**Applicant's and/or Partner's and/or Employee's Knowledge, Experience and Commitment with aquaculture and/or fisheries:** Provide explicit summaries of relevant projects completed by the applicant, partners and/or employees. Include related knowledge, experience and commitment: A) Knowledge, Experience and Commitment in shellfish aquaculture and/or fisheries and/or business, with preference given to local or regional knowledge. B) Knowledge and Experience with use and maintenance of fisheries and/or aquaculture gear. C) Knowledge and Experience working with residential abutters. D) Demonstrate understanding of regulatory requirements for running an aquaculture operation.

In addition to a detailed summary of knowledge and experience provided, the experience cited shall include examples of specific aspects that are especially relevant or can be applied to commercial aquaculture in Briggs Harbor/ Bassings Beach. Applicants can include relevant paid and volunteer experience. Full resumes of the individual applicant, partners, and employees shall be included as attachments to the submission. Innovative approaches incorporating Scituate youth including how you will include apprenticeships, internships and employment encouraged.

**Review points will be awarded from 5 to 1 as follows:**

**5 – Very Good amount of Knowledge, Experience and Commitment.**

**4 – Good amount of Knowledge, Experience and Commitment.**

**3 -Adequate of Knowledge, Experience and Commitment.**

**2 - Poor amount of Knowledge, Experience and Commitment.**

**1 – Very Poor amount of Knowledge, Experience and Commitment.**

**Business Plan demonstrates a knowledge and understanding of implementation (including site plan, market analysis, description of gear and approach, Risk Analysis.)** Provide a summary of the applicant's business plan. In addition, outline the approach the applicant would take in implementing an aquaculture program including a detailed site plan, market analysis, description of gear and approach, and risk analysis. Innovative shellfish propagation and implementation strategies encouraged.

**Business Plan Criteria for Ranking: Up to 20 REVIEW POINTS can be awarded as follows:**

- **Site Plan: Maximum of 5 points**
- **Market Analysis: Maximum of 5 points**
- **Description of gear and approach: Maximum of 5 points**
- **Risk Analysis: Maximum of 5 points.**

**Review points will be assigned from 5 to 1 as follows:**

**5– Very Good- Analysis, approach and presentation.**

**4– Good- Analysis, approach and presentation.**

**3– Adequate- Analysis, approach and presentation.**

**2– Poor- Analysis, approach and presentation.**

**1– Very Poor- Analysis, approach and presentation.**

**Funding:** Provide a description and approach to funding. Up to 5 points can be awarded for funding.

**Review points will be assigned from 5 to 1 as follows:**

**5– Very Good- Analysis, approach and presentation.**

**4– Good- Analysis, approach and presentation.**

**3– Adequate- Analysis, approach and presentation.**

**2– Poor- Analysis, approach and presentation.**

**1– Very Poor- Analysis, approach and presentation.**

**References:** Provide letters of support from a maximum of three (3) written references with attestation of performance in relevant similar projects including business, fisheries and aquaculture as well as other relevant fields. Include names of the appropriate project contacts, email addresses, and current telephone numbers. The reference material should focus on the applicant's:

1. Motivation;
2. Quality and Completeness of work;
3. Innovative and creative approaches to implementation and business challenges; and
4. Responsiveness and overall quality of working relationships, character, stewardship of Scituate's natural resources, and respectful of co-users of waterways.

**Review points will be assigned from 5 to 1 as follows:**

**5 – Very Good- The above criteria are very good.**

**4 – Good- The above criteria are good.**

**3 – Adequate- The above criteria are adequate.**

**2 – Poor- The above criteria are poor.**

**1 – Very Poor- The above criteria are very poor or not addressed.**

**Oral Presentation/Interview:** (10 minutes with 5 minutes Q&A)

Those individuals meeting the minimum qualifications and scoring well on items above (review criteria) will be asked to make an oral presentation to the selection committee and other town officials. In addition to presenting the qualifications of the individual, the presentation should

include information of relevant past similar projects. If applicable, additional key personnel should participate in the presentation.

**Review points will be awarded on a point scale of 5 to 1 as follows:**

**5 – Very good -organized presentation of goals and procedures are very good.**

**4 – Good-organized presentation of goals and procedures are good.**

**3 – Adequate-organized presentation of goals and procedures are adequate.**

**2 – Poor-organized presentation of goals and procedures are poor.**

**1 – Very Poor- organized presentation of goals and procedures are very poor.**